

Kentucky's Highway Incident Management Task Force

Draft Meeting Summary

October 11, 2006

Meeting Attendees:

General Maxwell C. Bailey	Kentucky Emergency Management
Dan Barnett	Kentucky Transportation Cabinet – DriveSmart
Steve Becraft	Kentucky Association of EMTs
Scott Burrows	Towing & Recovery Association of Kentucky
Steve Cummins	LFUCG – Division of Traffic Engineering
Ronnie Day	State Fire Commission
David Devers	Kentucky Transportation Cabinet – Public Affairs
Jack Flowers	State Fire Marshal's Office
Andy Fluegeman	ODOT – District 8
Robert Francis	Kentucky Department of Environmental Protection
Alan Gregory	State Fire Marshal's Office
Ed Harding	KYTC – Department of Transportation Safety
Tim Hazlette	KYTC – Department of Transportation Safety
Alex Johnson	Campbellsville / Taylor County Fire Department
Allen Johnson	Kentucky Firefighters Association
Chuck Knowles (Chair)	Kentucky Transportation Cabinet – State Highway Engineer's Office
Tim Koenig	Erlanger Fire Department / Kentucky Association of Fire Chiefs
Mike Loyselle	Federal Highway Administration
Rodney Raby	State Fire Marshal's Office
Bruce Roberts	Kentucky Professional Firefighter's Association
Tim Schoch	Northrop Grumman – ARTIMIS
John Smoot	Kentucky Vehicle Enforcement
Duane Thomas	KYTC – Division of Traffic Operations
Tony Young	Federal Highway Administration
John Crossfield	Kentucky Transportation Center
Jennifer Walton	Kentucky Transportation Center

Chuck Knowles welcomed those in attendance and allowed time for self-introductions (*Agenda Item I*). A sign-in sheet was circulated and handouts were distributed. (Refer to Attachment A for a copy of the handouts distributed at the meeting.)

Chuck began the meeting by asking those in attendance to approve the minutes from the last meeting (*Agenda Item II*). (They were distributed electronically on 5-22-06 by KTC staff.) There were no corrections to the May minutes.

Chuck then asked the KTC staff to update the Task Force on progress made on the previous action items (*Agenda Item III*).

Local Incident Management Teams - John Crossfield reported on the progress to establish new local incident management teams in the Bowling Green, Ashland, and Pikeville areas. The Bowling Green – Warren County team is in the early stages of group formation. The initial effort focuses on I-65 construction and responding to incidents on the interstate. Scott Pedigo is the contact, and Steve Meeks is the coordinator. Both Ashland and Pikeville are in the Kentucky Emergency Management (KyEM) Area 9, headed by Marcia Salyer. These teams have not been formed to date. John Crossfield asked for guidance in forming these regional teams. Tim Schoch suggested targeting the agencies that respond to incidents for possible members and to try to get the fire chief or police chief involved. Steve Cummins related the Lexington experience of the traffic engineering department being a conduit for flow of information for special events and suggested that would transfer to incident management. General Bailey commented that he was having trouble pushing this initiative through his agency, and suggested that perhaps it would be better done through the local highway department. Ronnie Day emphasized the importance of having a champion for each of these teams. Tim Koenig suggested that the Highway Crash Site Management workshop would be an excellent prelude to a local incident management team and agreed to help identify fire personnel in these areas to help with the formation of these teams. Other areas of possible interest for local incident management teams were Shelbyville (Charlie Frazee) and Rockcastle County. General Bailey agreed to provide KTC staff with a point-of-contact for KYEM in Rockcastle County.

Getting the Word Out – Jennifer briefly reviewed the list of professional associations that have been presented with information on Kentucky’s Highway Incident Management Program. The sample presentation that is available for all Task Force members will be posted to the KTC’s website and/or the Department of Transportation Safety’s website for download. Task Force members can use this to make their own presentation whenever needed. Jennifer also reviewed the associations or groups that have agreed to publish or at least consider for publication the article on Kentucky’s Highway Incident Management Program. David Devers distributed a few copies of an article he is working on for release to the public through local newspapers. The article will be distributed electronically and Task Force members will be asked to provide comments before its release. David also distributed quick clearance flyers and forms that would allow the Task Force members to order more of them. Steve Becraft mentioned a few websites where this information could possibly be posted: 1) www.hultgren.org; 2) www.kaemt.com; and 3) <http://www.kctcs.net/kyfirecommission/>. KTC staff can send the article to Steve for his association’s newsletter, and he will help get information posted to these websites. These sites may also be willing to post a link to the Department of Transportation Safety’s website. Jennifer asked if there was interest in establishing a listserv for responders. Steve stated that Mark Harrison, KAPA would have email addresses for all ambulance providers. Steve Cummins suggested that AAA would be helpful in getting information to the public and also said that LFUCG has the ability to produce videos and would be willing to help with one if there was interest. Tony Young mentioned that the Lifesavers’ Conference is already established for April 23 – 25 in Louisville and asked if KTC could make a presentation on highway incident management. Other conferences mentioned were the EMT Conference in Morehead, April 28-30, 2007 and the EMS Conference and Expo in Owensboro (Executive Inn Rivermont), September 18-21, 2007.

Related websites of interest:

Kentucky Transportation Center – www.ktc.uky.edu

Kentucky Transportation Cabinet – www.transportation.ky.gov

Kentucky Emergency Management – www.kyem.ky.gov

Kentucky Association of Emergency Medical Technicians - www.kaemt.com

Kentucky Emergency Medical Service Connection - www.hultgren.org/index.htm
Kentucky Ambulance Providers Associations - www.hultgren.org/assoc/kapa/index.html
Kentucky Fire Wire - www.kyfirewire.com/index.asp
Kentucky Fire Commission - www.kctcs.net/kyfirecommission

Interagency Agreement – Jennifer reported that several signatures were still needed for the interagency agreement. Several members signed the agreement before leaving the meeting while others took the information with them and would obtain the appropriate signature. The remaining signatures would be collected over the next few weeks. David Devers will work on a press release to be issued once all the signatures are obtained.

Parking & Equipment at the Scene – John reviewed some images obtained from TRIMARC and ARTIMIS for the meeting. These images showed lane closures during incidents on interstates. Then Jennifer briefly reviewed some common findings regarding guidelines for parking and equipment at the scene of a crash. Chuck asked the Task Force who would be interested in participating on a subcommittee (Parking Subcommittee) to develop statewide guidelines on parking and resource management. The following people volunteered for the Parking Subcommittee: Tim Koenig, Tim Schoch, Ronnie Day, Michael Loyselle, and Steve Cummins. Steve Becraft said he would find someone with an EMS background to serve. Others mentioned who were not present included: Lt. Col. Dean Hayes, Craig Birdwhistle, and John Thorpe. KTC will check with these individuals to see if they have interest in serving on the Parking Subcommittee.

Performance Measures – John Crossfield introduced the topic of performance measures and then asked Ed Harding to speak to them more directly. He felt that the CRASH data could be used to obtain general numbers for the measures identified, with the main exception being the number of responders injured or killed at the scene of an incident. Ronnie Day explained that he could get responder injuries and fatalities for the group.

Highway Crash Site Management – Jennifer explained that while continuing to do workshops (with emphasis in areas where local incident management teams are needed), KTC will also be working with others to get this material incorporated into the basic training for responders. Jennifer and John Thorpe will be visiting with the Department of Criminal Justice Training (DoCJT) at ECU on October 18th to discuss incorporating the material into law enforcement training. John Thorpe has made contact with Kentucky State Police regarding the addition of this material. KTC staff will be working with Ronnie Day and Wayne Mullanix (KYEM) to further distribute the material. Ronnie Day asked that an electronic copy of the HCSM Checklist be provided to him and Rodney Raby.

Under the topic of Other Business (Agenda Item IV), Chuck asked Commissioner Tim Hazlette to discuss the reorganization under the Kentucky Transportation Cabinet. The Commissioner's Department has 75 people and is broken down into two divisions, the Division of Traffic Assistance and Security and the Division of Traffic Safety Research and Education. DriveSmart and traffic data management are housed in this new Department. The SAFE Patrols and the Transportation Operations Center (directed by John Thorpe) are also in the Department of Transportation Safety.

As another item of business, Steve Becraft added that the KAEMT website may post the Highway Crash Site Management material for use by their members. Dan Barnett mentioned the possibility of doing the

Highway Crash Site Management workshop from a central location and broadcasting it to every county in the state.

The next meeting was tentatively set for January 17th at 10am and the following action items were recorded during the meeting (*Agenda Item V*):

- **Chuck Knowles will encourage the Bowling Green – Warren County Incident Management Group to include local responders in a more formal meeting condition.**
- **KTC will contact existing IM Teams and discuss implementation.**
- **General Bailey will identify a point-of-contact from KYEM in Rockcastle County.**
- **Tim Koenig will work through his association to spark some interest in the development of local incident management teams in Ashland, Bowling Green, Pikeville, and Rockcastle County.**
- **KTC will make plans for a Highway Crash Site Management workshop in the Bowling Green area.**
- **KTC will post the sample presentation for Task Force members on the KTC website and/or the Department of Transportation Safety's website.**
- **KTC will work with Steve Becraft to create a link to the Department of Transportation Safety's Incident Management page and post information on the following websites: www.hultgren.org and www.kaemt.org.**
- **KTC will work with Ronnie Day to create a link to the Department of Transportation Safety's Incident Management page and post information on the following website: <http://www.ktcs.net/kyfirecommission/>.**
- **KTC should speak to Mark Harrison, KAPA, about obtaining email addresses for ambulance providers.**
- **All Task Force members should review and provide comments on the article prepared by David Devers (to be distributed electronically by KTC).**
- **KTC should send the article for publication to Steve Becraft for inclusion in his association's newsletter.**
- **KTC should work with Martha Horseman, KTC, on an incident management-related topic for next years Lifesavers' Conference.**
- **KTC will collect the remaining signatures needed for the Interagency Agreement.**
- **David Devers will prepare a press release to be issued with the signing of the Interagency Agreement.**
- **KTC will check with Lt. Col. Hayes, Craig Birdwhistle, and John Thorpe about participating on the Parking Subcommittee.**
- **KTC will setup a meeting for the Parking Subcommittee.**
- **Ed Harding will work on some numbers for the performance measures.**
- **KTC will work with John Thorpe, Ronnie Day, and Wayne Mullanix to get the HCSM material distributed to more responders.**
- **KTC will check with Steve Becraft concerning the posting of HCSM material to mentioned websites.**
- **KTC will send an electronic copy of the HCSM Checklist to Ronnie Day and Rodney Raby.**
- **Chuck Knowles will reserve a room for the next meeting, January 17th at 10:00am.**

The meeting was adjourned around 3:30pm.

Kentucky's Highway Incident Management Task Force

Meeting
October 11, 2006
1:30 p.m.



Welcome & Introductions

➤ Chuck Knowles

Meeting Agenda



- Approval of Past Meeting Minutes
- Review of Previous Action Items
- Other Business
- Review of Action Items
- Next Meeting
- Closing

Approval of Past Meeting Minutes

➤ Chuck Knowles

➤ Minutes distributed electronically on 5/22 with no comments received.

Review of Previous Action Items

➤ KTC Staff

Local Incident Management Teams

- Location of needed IM Teams (from previous meeting)
 - District 3 - Bowling Green – Warren County
 - District 9 – Ashland – Boyd County
 - District 12 – Pikeville – Pike County

New Local IM Teams

- **Bowling Green**
 - Team established (Report provided by Department of Highways, District 3)
- **Ashland / Pikeville**
 - Made contact with Marcia Salyer, KyEM, about interest in these 2 areas
 - Assistance needed if proceeding in this area

Establishment of New Local IM Teams

- **KyEM Incident Management Groups – County Level**
 - Required to meet quarterly
 - Provide information on highway incident management for their agenda?
- **Guidance / Focus**
 - Limited Budget
 - Limited Staff Time
 - Limited Staff Influence

Getting the Word Out

- Kentucky Sheriffs Association (December 10, 2005)
- Louisville Freeway I.M. Task Force (March 9, 2006)
- Northern Kentucky Incident Management Team (March 20, 2006)

Presentations

Getting the Word Out

- Kentucky Lifesavers Conference – April 24 – 26, 2006
 - *Staying Safe at the Scene of an Incident* (Emergency Traffic Control for Responders) – Jennifer Walton & Monica Barrett
 - *Improving Safety Through Effective Incident Management* – Chuck Knowles, Steve Cummins, & Tim Schoch

Presentations

Getting the Word Out

- Towing & Recovery Association of Kentucky (April 29, 2006)
- Lexington Traffic Safety Coalition (May 10, 2006)
- Governor's Health & Safety Conference (May 10, 2006)
- Kentucky State Fire School Conference (June 9-10, 2006)

Presentations

Getting the Word Out

- KCJEA / KMCA (July 13, 2006)
- Kentucky League of Cities Conference (October 6, 2006)
- Sample presentation provided to all Task Force members

Not scheduled:

State Police

APCO / KENA

EMS

Presentations

Getting the Word Out

- The County Line, Kentucky Association of Counties
- KLC Direct, Kentucky League of Cities
- T.R.A.K. record, Towing & Recovery Association of Kentucky
- Smoke Signal, Kentucky Firefighter's Association
- Konnection, Kentucky Transportation Cabinet

Publications

Getting the Word Out

- Department of Transportation Safety Newsletter
- Circuit & County Clerks
- The Link, Kentucky Transportation Center
- DOCJT – Law Enforcement
- David Devers is drafting an article for local newspapers



Publications

Getting the Word Out

- Department of Transportation Safety Newsletter
- Circuit & County Clerks
- The Link, Kentucky Transportation Center
- DOCJT – Law Enforcement
- David Devers is drafting an article for local newspapers

Publications

Getting the Word Out

-  **"Quick Clearance" Law**
If you are involved in a crash:
- ☑ If no one is visibly injured, move vehicle to the shoulder or off the interstate or parkway if possible
 - ☑ Call Police
 - ☑ Exchange information
- If you have a disabled vehicle:*
- ☑ Move vehicle off the roadway if possible
 - ☑ Turn on emergency flashers
 - ☑ Tie something white or bright to antenna or window to request first aid
 - ☑ Stand away from the vehicle (if in the roadway)
- 

Web / Kiosks

Getting the Word Out

 **"Move Over" Law**

When an emergency vehicle is stopped on the side of the road,

- ☑ Move to the next lane, or
- ☑ Slow down if changing lanes is not possible
- ☑ Emergency vehicles display yellow, red, red & white, red & blue, or blue lights



Web / Kiosks

Getting the Word Out

- Listserv – mass email
- Web seminars (for Highway Crash Site Management, etc.)
- Others?

New Ideas

Interagency Agreement

- An “Interagency Agreement” has been established for this Task Force.
- See Carla Crossfield today if you (or the designated representative from your agency) still needs to sign.
- A press release will be issued to announce establishment of Task Force.

Parking & Equipment at Scene

- Photos
- Guidance



Parking & Equipment at Scene

- Look at the fire truck at the top of the photo and its orientation. The disabled vehicle with medical concern was on the shoulder, but their protocol is to take that lane + 1.



Parking & Equipment at the Scene

- Findings from the Literature Review
 - 9 documents of interest identified
 - National and State Incident Management Plans
 - Fire / Police Departments
 - Training Material
 - ResponderSafety.com
 - USFA

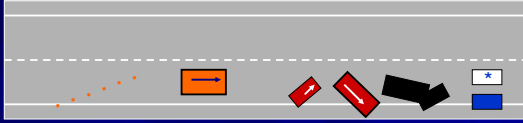
Parking & Equipment at the Scene

- Common findings:
 - Minimize lighting
 - Minimize lane restrictions
 - Fire and law enforcement vehicles may be used for traffic control and to create a “safe working area”
 - Ambulances are located within the “safe working area”

Parking & Equipment at the Scene

- Common findings:
 - Unneeded emergency vehicles are staged off the roadway or returned to service whenever possible
 - Traffic cones should be deployed to the rear of the blocking apparatus

Response Vehicle Management "Shadow Vehicle"



▪ A **shadow vehicle** is a large vehicle (33,000 GVWR loaded to at least 20,000 lbs.); F.D. tankers do well. Once parked, it becomes a **traffic control device (TCD)** *placed as an element of the TCZ* using the MUTCD as a guide. It is:

–spotted **parallel with traffic** 100' to 250' upstream from the work space depending upon the speed limit, with **wheels cut toward the shoulder**

–is **not involved** in incident mitigation efforts and **not occupied by people !!!**

Parking & Equipment at the Scene

➤ Next steps:

- Sub-committee to review material and develop statewide guidelines for parking & resource management at the scene of an incident

Potential Performance Measures

- Number of Injuries / Fatalities in Work Zones
- Number of Secondary Crashes
- Number of Responders Injured or Killed at an Incident Scene
- Clearance of the Roadway



Highway Crash Site Management



➤ Seeking continued training thru:

- Kentucky State Police
- DoCJT
- State Fire & Rescue Training
- Kentucky Emergency Management

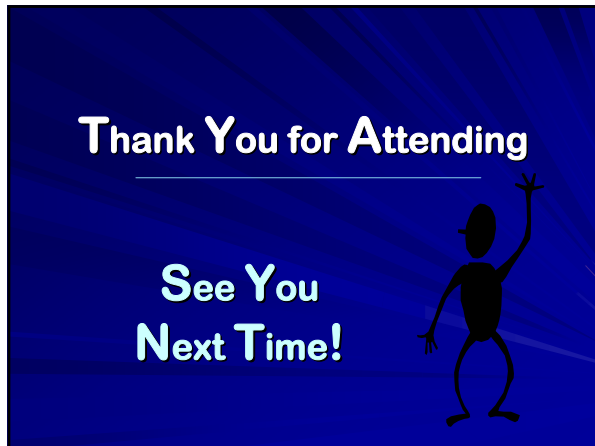
Other Business



- KYTC Re-Organization
- New Business

Review of Action Items / Next Meeting

- Chuck Knowles





Incident Management Task Force

**October 11, 2006 at 1:30 pm
Kentucky Transportation Cabinet Building
1st Floor Conference Center – Room C109**

A G E N D A

- I. Welcome and Introductions**
- II. Approval of Past Meeting Minutes**
- III. Review of Previous Action Items**
 - a. Local Incident Management Teams
 - i. District 3 – Bowling Green – Warren County
 - ii. District 9 – Ashland – Boyd County
 - iii. District 12 – Pikeville – Pike County
 - iv. KyEM County Incident Management Teams
 - v. Guidance
 - b. Getting the Word Out
 - i. Presentations
 - ii. Publications
 - iii. Web / Kiosks
 - iv. New Ideas
 - c. Interagency Agreement
 - d. Parking & Equipment at the Scene
 - i. Photos from ARTIMIS and TRIMARC
 - ii. Literature Review Findings
 - iii. Guidance
 - e. Performance Measures
 - f. Highway Crash Site Management
- IV. Other Business**
 - a. KyTC Reorganization
- V. Review of Action Items / Next Meeting**
- VI. Closing**